UNITED
NATIONS

ST

Secretariat

ST/IC/1991/58
15 October 1991

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE: "UNIVERSAL DECLARATION OF HUMAN RIGHTS" STAMPS

1. The United Nations Postal Administration (UNPA) will issue the last set of commemorative stamps for 1991 on WEDNESDAY, 20 November. The "Universal Declaration of Human Rights" stamps will be the third in the series of five issues which, when completed, will reproduce the entire text of the Universal Declaration of Human Rights. Every year UNPA will issue six stamps in six denominations. The stamp design, a specially selected work of art, will represent one of the Declaration's 30 articles. Under each stamp on the 12-stamp sheet there will be a label containing the complete text of the article being illustrated. On all sheets, the labels will alternate in English, French and German.

2. The stamps will be printed by Joh. Enschede en Zonen, Netherlands, using offset lithography. They were adapted as stamps by Robert Stein, a United Nations staff member.

3. The concept and sheet design for this extraordinary stamp series was developed by Arleigh Gaines, United States of America.

4. The stamps will measure 33 mm x 33 mm, perforation to perforation. Perforation: 13 1/2 x 13 1/2. The quantities are 2,502,000 stamps and 2,502,000 labels of each of the articles.

5. The art work is credited to the following sources:

Article 13

Ford Madox Brown,
United Kingdom
The Last of England
Birmingham Museum
and Art Gallery,
United Kingdom

Denomination: 30 cents

Human Rights
UNITED NATIONS 30c
Article 13 (1) Everyone has the right to freedom of movement and residence within the borders of each State.
(2) Everyone has the right to leave any country, including his own, and to return to his country.
Human Rights
UNITED NATIONS 30c
Article 13 1) Toute personne a le droit de circuler librement et de choisir sa residence à l'intérieur d'un Etat.
2) Toute personne a le droit de quitter tout pays, y compris le sien, et de revenir dans son pays.
Human Rights
UNITED NATIONS 30c
Artikel 13 (1) Jeder Mensch hat das Recht auf Freizügigkeit und freie Wahl seines Wohnsitzes innerhalb eines Staates.
(2) Jeder Mensch hat das Recht, jedes Land, einschließlich seines eigenen, zu verlassen sowie in sein Land zurückzukehren.

Article 14

Tito Salas, Venezuela
The Emigration to the East
Courtesy of the
Casa Natal del Libertador,
Caracas

Denomination: 50 cents

Human Rights
UNITED NATIONS 50c
Article 14 (1) Everyone has the right to seek and to enjoy in other countries asylum from persecution.
(2) This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.
Human Rights
UNITED NATIONS 50c
Article 14 1) Devant la persécution, toute personne a le droit de chercher asile et de bénéficier de l'asile en d'autres pays.
2) Ce droit ne peut être invoqué dans le cas de poursuites réellement fondées sur un crime de droit commun ou sur des agissements contraires aux buts et aux principes des Nations Unies.
Human Rights
UNITED NATIONS 50c
Artikel 14 (1) Jeder Mensch hat das Recht, in anderen Ländern vor Verfolgungen Asyl zu suchen und zu genießen.
(2) Dieses Recht kann jedoch im Falle einer Verfolgung wegen nichtpolitischer Verbrechen oder wegen Handlungen, die gegen die Ziele und Grundsätze der Vereinten Nationen verstoßen, nicht in Anspruch genommen werden.

Article 15

Paul Klee, Germany
Early Morning in Ro....1925.
(Watercolour on paper,
mounted on cardboard,
16 5/8" x 21 1/4"
(42 x 53.9 cm))
Collection,
The Museum of Modern Art,
New York (Gift of
Mrs. Gertrud A. Melon)

Denomination: F.s. 0,50

Droits de l'homme
NATIONS UNIES F.S.0.50
Article 15 1) Tout individu a droit à une nationalité.
2) Nul ne peut être arbitrairement privé de sa nationalité, ni du droit de changer de nationalité.
Droits de l'homme
NATIONS UNIES F.S.0.50
Artikel 15 (1) Jeder Mensch hat Anspruch auf eine Staatsangehörigkeit.
(2) Niemandem darf seine Staatsangehörigkeit willkürlich entzogen noch ihm das Recht versagt werden, seine Staatsangehörigkeit zu wechseln.
Droits de l'homme
NATIONS UNIES F.S.0.50
Article 15 (1) Everyone has the right to a nationality.
(2) No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

Article 16

Jan Van Eyck, Netherlands
The Marriage of Giovanni (?) Arnolfini and Giovanna Cenami (?)
The National Gallery, London

Denomination: F.s. 0,90

Article 17

Unknown
Ancient Mexican Pottery
University of Veracruz, Museum of Anthropology

Denomination: S 4.50

Article 18

Robert Delaunay, France
Windows, 1912
(Encaustic on canvas, 31 1/2" x 27 5/8" (79.9 x 70 cm))
Collection, The Museum of Modern Art, New York (The Sidney and Harriet Janis Collection)

Denomination: S 7

(United States equivalents - F.s. 0,50: 37 cents; F.s. 0,90: 67 cents; S 4.50: 42 cents; S 7: 65 cents - subject to exchange rate fluctuation.)

6. The stamps will be available in selling units of SINGLES and FULL SHEETS ONLY. Please note that a SINGLE unit will consist of a block of six images, i.e., three stamps with three labels on which the article is printed in English, French and German.

7. For the convenience of collectors, UNPA at Headquarters will provide prepared New York, Geneva and Vienna cancelled first-day covers on the UNPA official first-day cachets ONLY. First-day covers will be available as M.I. Block of six (three stamps and three labels with marginal inscription) and combination (one of each stamp in one currency with attached label in either English, French or German and sold in sets of the three languages).

8. The 1991 annual collection folders will also go on sale on 20 November:

(a) The New York, Geneva and Vienna annual collection folders of single mint stamps issued in 1991 (excluding the human rights series);

(b) The third multi-denominational folder containing the six 1991 mint stamps and articles in the human rights series;

(c) A special triple cancelled Human Rights annual collection folder with the stamps in all three denominations affixed and appropriately cancelled in New York, Geneva and Vienna.

9. For the convenience of the members of delegations and the staff, the new stamps, folders and first-day cancellation will be available on WEDNESDAY, 20 November, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

UNITED
NATIONS

ST

Secretariat

ST/IC/1991/59
22 October 1991

INFORMATION CIRCULAR

To: Staff members of United States nationality

From: The Assistant Secretary-General for Human Resources Management

Subject: TIME OFF FOR VOTING ON UNITED STATES ELECTION DAY*

1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 5 November 1991, should try to do so outside their normal working hours. Those who are unable to exercise their right to vote before or after their normal tour of duty may ask the executive officer of their department or office for time off of up to two hours. Executive officers will grant any such requests at times that are consistent with the exigencies of the service.

2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, should be treated in accordance with the provisions of staff rule 105.1 (b) (ii).

---

* Personnel Manual index No. 13090.

91-34885 2688f (E)

UNITED
NATIONS

ST

Secretariat

ST/IC/1991/60
24 October 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: REPORT ON THE WORK OF THE PANELS ON DISCRIMINATION AND OTHER GRIEVANCES*

1. In 1988, the Under-Secretary-General for Administration and Management assumed direct responsibility for the administration of the internal justice system, including responsibility for the organization of the Panels on Discrimination and Other Grievances. This information circular, which reports on the work of the Panels during the periods indicated below in respect of each Panel, is issued pursuant to paragraph 19 of administrative instruction ST/AI/308/Rev.1 of 25 November 1983.

2. The Panels in New York, Geneva, Addis Ababa, Bangkok, Nairobi, Santiago and Vienna submitted reports on their activities to the Secretary-General, which are summarized in sections I to VII below, with indication in each case of the period covered by the report.

3. The Panels at Jerusalem and at the Economic and Social Commission for Western Asia (ESCWA) have not submitted reports on their activities for the reasons indicated in section VIII.

I. ACTIVITIES OF THE HEADQUARTERS PANEL FOR THE PERIOD 1 FEBRUARY 1990 TO 30 JUNE 1991

A. Membership

4. The members of the Panel who continued to serve from 1 February 1990 through 12 July 1990 were: Mr. Willard Hass, Mr. Bernard Isenberg, Mr. Dennis Koon and Ms. Rosemarie Waters. Mr. Mahmud Suqi was Coordinator.

---

* Personnel Manual index No. 11011.

In accordance with administrative instruction ST/AI/308/Rev.1, the Secretary-General appointed, on the recommendation of the Joint Advisory Committee, a new Panel on 13 July 1990. The membership of the new Panel was as follows: Mr. John Adam, Mr. José Golfarini, Mr. Willard Hass, Mr. Bernard Isenberg, Ms. June Knesl, Ms. Ellen Lukas and Ms. Mehri Madarshahi. Mr. Majed Fayad was the Coordinator until his resignation, effective 12 April 1991. Mr. Willard Hass has since been acting as Interim Coordinator. Mr. John Adam resigned on 20 May 1991. Ms. JoanEllen Miller served as Secretary.

B. Procedures

5. During the period under consideration, the Panel held 12 meetings to review all of the cases brought to its attention and to discuss problems of investigation and implementation. Cases were brought to the attention of the Panel by staff members through any Panel member, the Coordinator or the Secretary of the Panel. Cases were then investigated and solved informally by a Panel member or reported to the Panel, which then took a collective decision and made a recommendation to the Assistant Secretary-General for Human Resources Management. Frequent consultations were held between the Coordinator and the Panel members.

6. In addition to its regular meetings, the Panel met with the President and a former President of the Group on Equal Rights for Women. The Coordinator and Interim Coordinator of the Panel also met with the Coordinator and the Steering Committee of the Panel of Counsel, as well as with appropriate officials of the Office of Human Resources Management.

7. The Panel handled 62 cases in the period covered by this report. Additionally, staff members were provided with counselling and assistance on emerging problems with a view to preventing more serious staff-management conflicts. The Panel estimated that it received approximately 150 such inquiries.

C. Statistical breakdown of cases

8. Of the 62 formal cases handled by the Panel, 54 were from Headquarters and 8 from agencies or duty stations away from Headquarters. Although Panels exist at most of the other duty stations, the eight complainants chose to lodge their recourse with the Headquarters Panel rather than with the local panel. The distribution of the complaints by agency and duty station is shown in table 1.

Table 1

DISTRIBUTION OF COMPLAINTS BY AGENCY/OFFICE AND DUTY STATION

Agency/duty station	No. of cases
Headquarters	54 a/
Economic Commission for Western Asia (ESCWA)	1
Economic Commission for Africa (ECA)	3
United Nations Children's Fund (UNICEF)	2
United Nations Office at Geneva (UNOG)	2
Total	62

a/ Three cases dealt with many individuals. They were counted as three cases.

9. Table 2 provides a breakdown of the complaints by the staff member's gender and service category.

Table 2

COMPLAINTS REFERRED TO THE PANEL ACCORDING TO THE STAFF MEMBER'S GENDER AND SERVICE CATEGORY a/

Category	Male	Female	Total
Professional	23	18	41
General Service	8	7	15
Other a/	6	-	6
Total	37	25	62

a/ Trades and Crafts, Field Service, Security Officers.

10. Table 3 shows the number of cases handled by the Panel on the basis of the main grounds for the allegations in relation to the administrative actions that prompted the complaints. This year many cases in the "Other" category referred to situations where there was a consistent pattern of harassment that included minor administrative actions not listed in this table, as well as problems such as the denial of permanent appointment or rejection of legitimate claims to education grant, etc.

Table 3

CASES OF ALLEGED DISCRIMINATORY TREATMENT a/

Category	Appointments/ assignments		Contractual status		Performance evaluation		Promotion		Transfer		Working conditions		Other b/		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Unfair treatment/ Personal relations			5	1	2		18	13	1	3	2		9	6	60
Nationality							1								1
Race															
Sex											1				1
Other b/															
Total			5	1	2		19	13	1	3	3		9	6	62

a/ Each case is categorized on the basis of its main allegation. Many cases were based on more than one allegation.

b/ See para. 10 above.

/...

D. Status of cases as of 30 June 1991

11. Table 4 shows the status of the cases as of 30 June 1991. Final disposition of cases is divided into four categories: (a) cases settled through conciliatory arrangements; (b) cases referred to the Assistant Secretary-General for Human Resources Management; (c) cases that are still being monitored by the Panel; and (d) pending cases. Table 4 also shows the number of recommendations made to the Assistant Secretary-General for Human Resources Management that were implemented, the number on which a decision is still pending and those where no or insufficient action was taken by the administration and the staff member resorted subsequently to the Joint Appeals Board and/or the United Nations Administrative Tribunal.

Table 4

STATUS OF CASES AS OF 30 JUNE 1991

Status		No. of cases	
(a) Resolved informally			29 a/
(b) Referred to the Assistant Secretary-General for Human Resources Management:			
(i)	Implemented	0	
(ii)	Awaiting implementation	4	
(iii)	Further claims submitted to the Joint Appeals Board and/or the Administrative Tribunal	2	6 b/
(c) Being monitored			4
(d) Pending			23
Total			62

a/ The Panel wrote one report that covered four cases.

b/ One case that the Panel considered resolved informally was subsequently brought to the Joint Appeals Board and the Administrative Tribunal.

E. Types of complaints brought before the Panel

12. The Panel handled three cases dealing with multiple staff members. In two such cases the Panel felt the situation could be resolved informally. However, in one case the Panel wrote a report to the Assistant Secretary-General for Human Resources Management and, although a task force existed to review problems in the Division concerned, the Panel concluded in its report that all aspects of the situation still needed to be addressed. The Panel also noted the increase in the number of cases in the "Other" category, which has most often meant a pattern of harassment.

13. The largest number of complaints were in the category of "Unfair treatment/Personal relations". Most of these related to promotion.

14. The Panel handled one case of alleged sexual harassment The Panel was able, at the staff member's request, to facilitate a transfer.

F. Difficulties encountered by Panel members in the course of their investigations

15. During the last 12 months of the period covered by the present report, one Panel member fell sick and another resigned; the Coordinator also resigned. Many new cases are usually received following the appointment of a new Panel. A major difficulty the Panel had encountered was the large workload assigned to it, which often left a backlog of 10 or more cases. This is contrary to the Panel's procedures as set out in administrative instruction ST/AI/308/Rev.1, paragraph 10, which require the Panel to set up a schedule of not more than eight weeks "to ensure the earliest possible conclusion of the Panel's review".

G. General recommendations

16. In view of the difficulties encountered and the increasing backlog of cases described in paragraph 11 above, the Panel had requested that its membership be expanded to 14 members. Even during the period when the Panel was fully staffed with 7 members, the number of cases each member had to investigate required more work than could be reasonably expected from staff volunteering their time. This delayed the expeditious completion of the work of the Panel members.

17. The Panel reiterated that its basic function was to resolve grievances by informal means. In its current report, as in several previous reports, it stressed its conciliatory role, and recommended that the Under-Secretary-General for Administration and Management urge heads of Departments and Offices to cooperate with the Panel in the discharge of its functions/duties. It was in the interest of all concerned to resolve problems by informal means and avoid costly and time-consuming litigation.

18. As the focal point of the Panel's work, the Coordinator reviews and assigns cases to Panel members and assists, as necessary, with negotiations in individual cases and/or by interfacing with the administration to expedite action. The Panel was of the view that a full-time Coordinator could ensure timely attention in cases that could not wait. The Panel, therefore, recommended that the post of Coordinator be full-time. Under such an arrangement, the Panel Coordinator could devote full attention to the task at hand, reducing the need for expensive legal proceedings.

II. ACTIVITIES OF THE PANEL AT GENEVA FOR THE PERIOD 1 MAY 1990-30 JUNE 1991

A. Membership

19. As announced in information circular IC/Geneva/3661 of 12 March 1990, the composition of the Panel during the reporting period was as follows: Mr. A. Ben Hadid (United Nations Office at Geneva (UNOG)), Ms. E. Calon (United Nations/Economic Commission for Europe (ECE)), Ms. M. Charrin (Centre for Human Rights), Mr. M. Elias (Office of the United Nations High Commissioner for Refugees (UNHCR)) and Mr. E. Mbuli (United Nations Conference on Trade and Development (UNCTAD)). Mr. S. Raskalei (UNOG) was Coordinator of the Panel.

B. Procedure

20. During the period covered by the present report, the Panel held a regular meeting every month as well as a number of extraordinary meetings to review the state of advancement of the cases before it and to discuss matters concerning the handling of a case, the conduct of investigations or the follow-up of its recommendations. Cases were brought to the attention of the Panel by staff members through direct contact with one of the members or the Coordinator. In most cases, the staff members concerned were requested to submit a written statement of facts with a clear indication of their grievances. If the complaint was considered valid by the Panel, two members were designated to handle the matter and try to find a solution through informal means. If the Panel members felt that it was unlikely that the office concerned would implement the Panel's suggestion in a particular case, a formal recommendation, agreed upon by all Panel members, was sent either to the Director-General, United Nations Office at Geneva, or to the then Assistant Secretary-General, Office of Human Resources Management, with a copy to the former for appropriate action.

21. In dealing with the cases before it, the work of the Panel consisted, inter alia, in investigation and fact-finding approaches, interviews with the interested parties, negotiation with managerial officers, conciliation and follow-up actions. It provided also counselling and guidance to staff members to prevent future conflicts.

C. Statistical breakdown of cases

22. During the reporting period, 28 cases of alleged discriminatory treatment and other grievances were submitted to the Panel. This figure does not include the cases where a Panel member provided counselling or assistance to staff members.

23. The distribution and breakdown of the complaints are shown in the following tables. Table 5 gives the distribution of cases by office, secretariat or department to which the complainants belong.

Table 5

DISTRIBUTION OF COMPLAINTS BY AGENCY/OFFICE

Agency/Office	No. of cases
United Nations Office at Geneva (UNOG)	12
United Nations/Economic Commission for Europe (ECE)	3
United Nations Conference on Trade and Development (UNCTAD)	5
Centre for Human Rights	3
Office of the United Nations Disaster Relief Coordinator (UNDRO) (Geneva)	1
Office of the United Nations High Commissioner for Refugees (UNHCR)	3
International Trade Centre UNCTAD/GATT	1
Total	28

24. Table 6 gives a breakdown of cases according to the staff member's gender and service category.

Table 6

COMPLAINTS REFERRED TO THE PANEL ACCORDING TO THE STAFF MEMBER'S GENDER AND SERVICE CATEGORY a/

Category	Male	Female	Total
Professional	5	3	8
General Service	10	8	18
Other a/	2	-	2
Total	17	11	28

a/ Trades and Crafts, Field Service, Security Officers.

25. Table 7 shows the number of cases referred to the Panel according to the main grounds that prompted the grievance. The cases classified under "Other" refer to situations of antagonistic relations with supervisors, leading to the issuance of special reports or memoranda.

Table 7

CASES OF ALLEGED DISCRIMINATORY TREATMENT

Category	Classification		Contractual status		Performance evaluation		Promotion		Working conditions		Other		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Unfair treatment/ Personal relations	2	2	4	3	6	1	3	4		1	2		28
Total	2	2	4	3	6	1	3	4		1	2		28

/...

D. Types of complaints

26. As shown in table 7, most cases stemmed from conflictive personal relations that gave rise to a state of confrontation leading to the issuance of negative reports and notes for the file. As for the cases in the "Promotion" category, the Panel noted that they were mainly due to certain shortcomings of the vacancy management system: lack of recourse procedure, unlimited discretionary prerogatives of management officers in the final selection phase, which place a candidate subjected to discrimination in a weak position. The Panel noted that the cases relating to the "Classification" category were due to the lack of uniformity in the classification of posts belonging to a same occupational group or to the restructuring of certain services by maintaining the initial post classification.

27. The Panel noted also that, in certain cases, short-term or fixed-term contracts were still used as a means of pressure on staff members in the sense that supervisors invoked unsatisfactory service to terminate their contracts, despite the fact that their personnel files did not contain any indication of such allegations.

E. Status of cases as of 30 June 1991

28. Table 8 gives the status of cases handled during the reporting period. Apart from one negative response to a case referred to the Assistant Secretary-General for Human Resources Management, all the cases referred to the Director-General of the United Nations Office at Geneva received positive answers. The Panel wishes to convey to him its appreciation and satisfaction for the interest he showed in the activity of the Panel.

Table 8

STATUS OF CASES AS OF 30 JUNE 1991

Status	No. of cases
(a) Resolved informally	9
(b) Referred to the Director-General:	
(i) Implemented - fully	5
- partly	3
(ii) Awaiting implementation	2
(iii) Not implemented	1
(c) Being reviewed	-
(d) Withdrawn	4
(e) Inadmissible	2
(f) Pending	2
Total	28

F. Difficulties encountered and recommendations

29. The Panel encountered no difficulties in conducting its investigation, interviews and negotiations. All the parties approached (Personnel Service, heads of services, staff representatives) showed interest in and understanding of the work of the Panel and cooperated with it wholeheartedly in order to find a solution to the satisfaction of all parties concerned.

30. However, the Panel encountered three main difficulties:

(a) The reluctance of managerial bodies to accept the Panel's recommendations for an extension of short-term or fixed-term contracts according to paragraph 15 of administrative instruction ST/AI/308/Rev.1 in cases of non-renewal or termination of contracts based on "unsatisfactory service" allegations, thus preventing the Panel from carrying out its work;

(b) During the course of its work, the Panel noted that supervisors did not always respect administrative instruction ST/AI/292 of 15 July 1982, which stipulates that written statements directed to a staff member should be communicated to him/her and be included in his/her personnel file. Furthermore, the Panel encountered situations where supervisors' oral assessment with respect to a staff member differed substantially from the written ratings and comments contained in the periodic report;

(c) The third main difficulty stemmed from the lack of secretarial support. These functions were assumed gracefully by a member of the Panel, namely Ms. E. Calong.

31. With respect to the above difficulties, the Panel recommended that:

(a) Paragraph 15 of administrative instruction ST/AI/308/Rev.1 should be taken into consideration;

(b) Administrative instruction ST/AI/292 should be strictly observed; and

(c) Secretarial support should be provided to the Panel.

III. ACTIVITIES OF THE ECONOMIC COMMISSION FOR AFRICA (ECA) PANEL AT ADDIS ABABA FOR THE PERIOD APRIL 1990-JUNE 1991

A. Membership

32. In accordance with paragraph 3 of administrative instruction ST/AI/308/Rev.1, the following staff members were appointed by the Executive Secretary of ECA to serve as members of the panel from August 1990 to July 1991: Mr. A. Kebede, Ms. P. Amono, Mr. J. Foday, Ms. G. Zelleke, Ms. R. Omar, Mr. Thabit, Ms. Y. Musse and Ms. F. Kabi, Coordinator.

B. Procedure

33. The procedure established by the Panel remained as reported in April 1990.

C. Statistical breakdown and status of cases

34. The Panel carried out the investigation of one grievance case submitted by a male staff member in the Professional category. Its findings were submitted to the Executive Secretary. As far as he is concerned the case is closed.

D. Types of complaints

35. The facts and statements of grievances were presented under three subheadings:

(a) Performance evaluation;

(b) Organizational problem;

(c) Difficulties resulting from actions or lack of action by the chief of the Division concerned.

E. Difficulties encountered

36. Lack of transparency was a major difficulty encountered by the Panel.

IV. ACTIVITIES OF THE ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC (ESCAP) PANEL AT BANGKOK FOR THE PERIOD 27 FEBRUARY 1990 TO 30 APRIL 1991

A. Membership

37. The membership of the ESCAP Panel on Discrimination and Other Grievances appointed by the Secretary-General, which was announced in circular memorandum 22/1990 of 27 February 1990, is the following: Mr. Phornchai Chantrakiertikul, Ms. Phattanee Kmolwatananisa, Mr. Jacques Roman and Mr. Wai Lin, members, and Mr. B. P. Daibagya, Coordinator.

B. Procedures

38. At its first meeting, on 10 April 1990, the Panel decided to introduce an optional procedure of "notification of intent to initiate a grievance procedure". This notification is to serve as an informal initial step to ascertain the nature of the grievance, the extent to which it was dealt with through other channels and as a basis for preliminary contacts with those connected with the grievance.

C. Work of the Panel

39. During the period under review the Panel considered four cases. Three of these cases have been deferred pending the receipt of additional documentation from the staff members concerned.

40. Table 9 below provides a statistical breakdown of cases by gender and service category. Table 10 below provides a description of the types of complaints.

Table 9

COMPLAINTS REFERRED TO THE PANEL ACCORDING TO THE STAFF MEMBER'S GENDER AND SERVICE CATEGORY

Category	Male	Female	Total
Professional	1	0	1
General Service	1	0	1
Non-classified language teachers	2	0	2
Total	4	0	4

Table 10

CASES OF ALLEGED DISCRIMINATORY TREATMENT

	Contractual status	Other	Total
Withholding of salary increment	1	0	1
Non-renewal of contract	1	0	1
Salary of language teachers	0	2	2
Total	2	2	4

D. Relationship of the Panel with the ESCAP administration

41. The Panel reported that it had experienced no difficulty in fulfilling its duties and had benefited from the cooperation of the ESCAP administration.

E. Action taken by the ESCAP administration on the recommendations by the Panel

42. A finding by the Panel relating to the implementation of paragraph (g) of information circular ST/IC/82/77/Rev.1 was the only case that had called for action by the administration. The Panel had addressed an interoffice memorandum to the ESCAP Personnel Section to that effect.

V. ACTIVITIES OF THE PANEL AT NAIROBI FOR THE PERIOD 1 FEBRUARY 1990-30 JUNE 1991

A. Membership

43. The Panel at the Nairobi duty station is currently composed of three members: two from the United Nations Environment Programme (UNEP), Mr. H. Gudal and Mrs. C. Anyumba, and one from the United Nations Centre for Human Settlements (UNCHS-Habitat), Mr. G. Rao. The Panel had no Coordinator following the resignation, in February 1991, of Mrs. Otiene-Pala. The function of Coordinator alternates between UNCHS-Habitat and UNEP. Full membership of the Panel on Discrimination and Other Grievances should be six; three members (one from UNEP and two from UNCHS-Habitat) need to be replaced.

B. Procedure

44. All cases dealt with so far had been brought to the attention of the Panel by staff members through memoranda addressed to the Coordinator. The Panel's policy remains that cases originating from one agency should be dealt with by Panel members from a different agency for reasons of objectivity and fairness.

C. Work of the Panel

45. The Panel was seized with one case during the reporting period from a female UNEP staff member. At the staff member's request however, the case was later transferred to the Headquarters Panel.

46. Cases dealt with had related mostly to contractual status as in previous reports. This reinforced the Panel's concern that, at Nairobi, staff members tend to approach the Panel on Discrimination and Other Grievances as a last resort, when they feel that they have nothing to lose, given that, at that stage, firm administrative decisions have already been taken regarding their contractual status.

47. The Panel noted with concern that the case of the former female UNCHS-Habitat staff member, listed as pending in the Panel's last report, does not seem to have been concluded or, if it has, the outcome has not been conveyed to this Panel.

D. Conclusion

48. The Panel's objective remains both an informal and a formal quest for solutions to differences, avoiding confrontational approach as far as possible. Staff members were encouraged to approach the Panel with their problems in good time where possible, to facilitate subsequent negotiations.

VI. ACTIVITIES OF THE ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN (ECLAC) PANEL AT SANTIAGO FOR THE PERIOD 20 APRIL 1990-30 JUNE 1991

A. Membership

49. In accordance with the memorandum of the Executive Secretary of ECLAC dated 22 February 1989, the membership of the Panel at the beginning of the reporting period was the following: Mr. César Peláez (Coordinator), Ms. Irma Arriagada, Ms. Silvia Gutiérrez, Mr. Edgard Ortegón and Mr. Larry Burkhalter.

50. Due to the retirement of Mr. Peláez, the sabbatical leave of Mr. Burkhalter, and the transfer of Ms. Arriagada, the composition of the Panel was modified by the Executive Secretary in his memorandum dated 2 October 1990, as follows: Mr. Raúl Atria (Coordinator), Ms. Carmen Artigas, Ms. Martin Dirven, Ms. Silvia Gutiérrez and Mr. Edgard Ortegón.

B. Procedure

51. According to procedures established in administrative instruction ST/AI/308/Rev.1, during the reporting period the Panel met formally six times to review new cases as they were submitted or as further examination of cases under way was required. Informal consultations were held frequently between the Coordinator and members of the Panel on specific actions. In addition members conducted independent examinations of cases and reported to the Panel in due course.

52. During the reporting period four complaints were received, of which one was declared outside the mandate of the Panel as it referred to a staff member whose contract had expired well before the time of submission. In this case, the Panel based its decision on a documented precedent that was the result of a consultation with Headquarters by a prior Panel.

53. Actions on the remaining three cases entailed review of relevant division and personnel files and documents, interviews with supervisors, meetings with the Chief, Office of Personnel, and with the Executive Secretary. One of the cases was satisfactorily concluded by the Appointment and Promotion Board at Headquarters (in this case the Panel sent a note to the Assistant Secretary-General for Human Resources Management); one was handled by the Panel in a presentation to the Executive Secretary and to the concerned

supervisor; and one is presently being handled by the Personnel Office along the lines of the Panel's views on the case as submitted to the Executive Secretary.

C. Work of the Panel

54. Tables 11 and 12 give a statistical breakdown of the cases.

Table 11

COMPLAINTS REFERRED TO THE PANEL ACCORDING TO THE STAFF MEMBER'S GENDER AND SERVICE CATEGORY

Category	Female	Male	Total
Professional	1	1	2
General Service	1	-	1
Total	2	1	3

55. All alleged discriminatory treatments were related to personal relations. In this specific category, however, the breakdown of cases is given in table 12.

Table 12

CASES OF ALLEGED DISCRIMINATORY TREATMENT

Category	Female	Male	Total
Performance evaluation	-	1	1
Contractual status	1	-	1
Working conditions	1 a/	-	1
Total	2	1	3

a/ This case corresponds to a staff member in the General Service category.

56. No cases were pending for consideration by the Panel as of 30 June 1991. The last case, concerning a complaint on performance evaluation, was being handled by the Office of Personnel in a manner that was congruent with the Panel's views. The case, however, was not closed as eventual follow-up might be needed.

VII. ACTIVITIES OF THE PANEL AT VIENNA FOR THE PERIOD 19 APRIL 1990-30 JUNE 1991

A. Membership

57. The Secretary-General approved the membership of the Panel for the period 21 July 1986 to 20 July 1988, which was subsequently extended. The members are: Mr. Ernst Blaha, Mr. Carlos Bueno-Guzmán, Mr. Kristian Ndiribe, Ms. Nehad Salem, Ms. Susan Schneider and Ms. Marie Kuesell (Coordinator).

B. Work of the Panel

58. During the reporting period the Panel was approached informally by several staff members who had problems but did not feel the need to make a formal complaint. In those instances advice was given or staff members were referred to other bodies more competent to deal with their cases.

VIII. PANELS AT JERUSALEM AND AT THE ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA (ESCWA)

59. The Panel at Jerusalem reported that it had been inactive during the period 1 February 1990 to 30 June 1991. Matters of individual and group concern had been included in the agenda of regularly held staff management meetings and efforts had been made to resolve problems locally. Steps had been taken to establish a Joint Advisory Committee and one of its first tasks would be the re-establishment of a local Panel on Discrimination and Other Grievances.

60. The Panel at the Economic and Social Commission for Western Asia i icated that, due to present circumstances of the Commission and lack of activity during the past year, it was unable to submit a report.